

STATE OF IOWA



REQUEST FOR PROPOSAL RFP # ED-TM188-01

**Using ABA teaching Strategies to teach language acquisition and other skills for children
with special needs**

On Behalf of the Iowa Department of Education

Bid Proposal Due Date: July 16th, 2009, 4:30 P.M. Central Daylight Time

Submit Bid Proposal to:

Toni Merfeld, Issuing Officer
Iowa Department of Education
Student and Family Support Services
Grimes State Office Building
400 E. 14th St.
Des Moines, IA 50319-0146
515-281-3782

All available information concerning this Request for Proposal can be downloaded from the Iowa Department of Education website:

http://www.iowa.gov/educate/index.php?option=com_content&task=category§ionid=37&id=47&Itemid=1505

All questions should be in writing and directed to:

DE Issuing Officer: Toni Merfeld

Email: toni.merfeld@iowa.gov (preferred method of communication)

DUE:
By: July 16, 2009
By: 4:30 pm

Request for proposals Cover Sheet

Request for proposals number: ED-TM188-01 PLEASE TYPE

**Using ABA teaching Strategies to teach language acquisition and other skills for children
with special needs**

REQUEST FOR PROPOSALS

Organization Submitting Request for Proposal:

Organization Name _____

Organization Address _____

Authorizing Signature:

Administrator or CEO, your signature indicates support and responsibility for the request for proposal submitted on behalf of the organization listed above. Your signature certifies that, to the best of your knowledge, the information contained in this application is accurate and complete.

Signature, Administrator or CEO

_____ Date _____

Typed Name _____ Phone# _____

E-Mail _____

Fiscal Agent for Organization Submitting Request for Proposal:

Fiscal Agency

Name _____

Fiscal Agent

Address _____

Amount requested _____

Mail or Deliver to:

Toni Merfeld

Iowa Department of Education
Grimes State Office Building
Des Moines, IA 50319-0146

Using ABA teaching Strategies to teach language acquisition and other skills for children with special needs

REQUEST FOR PROPOSALS

Introduction

Purposes, Goals and Outcomes:

This request for proposals is designed to enhance Iowa's services for children with special needs by focusing on teaching strategies based on applied behavior analysis (ABA) and matched to each individual student.

The Iowa Department of Education (IDE), the area education agencies (AEAs), and local school districts (LEAs) are mandated by the Individuals with Disabilities Education Act (IDEA) to provide special education supports and services as needed by individual students. The IDE supports the AEAs and LEAs with instructional strategies to enhance the learning of all students.

The Iowa Department of Education intends to award a one year contract with two (2) Option Periods to extend the Initial Term. The initial term shall commence September 1, 2009 and end August 31, 2010. Option Period extensions shall be at the sole discretion of Iowa Department of Education. Any contract resulting from the RFP shall not be an exclusive contract.

Period of Performance:

Initial term: September 1, 2009 to August 31, 2010

Option Period 1: September 1, 2010 to August 31, 2011

Option Period 2: September 1, 2011 to May 30, 2012

The purpose of this project is to develop and provide professional development opportunities to AEA and LEA staff, over a multi- year period, that leads to the following results:

Initial Term

- 20 AEA staff (2 from each AEA) and 20 LEA staff become well versed in assessment and teaching strategies that assist in alleviating language and learning deficits in young children via comprehensive assessment, curriculum, and skills mapping process.
- 20 AEA staff and 20 LEA staff become well versed in the methodology to develop effective language based –ABA model classrooms in a public school setting.
- Development of 20 model classrooms (2 within each AEA) in which language based-ABA strategies are utilized.
- 20 AEA and 20 LEA staff participate in intensive training for facilitating the model classroom's growth.
- Individual and direct consultation regarding progress of implementing strategies provided to each model classroom at least twice during the academic year.

Option Period 1

- 20 AEA staff (2 from each AEA) and 20 LEA staff become well versed in assessment and teaching strategies that assist in alleviating language and learning deficits in young children via comprehensive assessment, curriculum, and skills mapping process.
- 20 AEA staff and 20 LEA staff become well versed in the methodology to develop effective language based –ABA model classrooms in a public school setting.
- Development of 20 model classrooms (2 within each AEA) in which language based-ABA strategies are utilized.
- 20 AEA and 20 LEA staff participate in intensive training for facilitating the model classroom's growth.
- Individual and direct consultation regarding progress of implementing strategies provided to each model classroom at least twice during the academic year.

Option Period2

Technical assistance follow-up to 40 model classroom school sites across the state of Iowa regarding progress of implementing strategies provided during training.

- 2 weeks, fall 2011
- 2 weeks, winter 2011-12
- 2 weeks, spring 2012

Statement of Work

The intent of the **Using ABA teaching Strategies to teach language acquisition and other skills for children with special needs** request for proposal is to solicit applications that will enable the Iowa Department of Education to select the most qualified applicant to develop and implement the professional development opportunities.

To accomplish this, a one-year Initial Term contract with two (2) Option Periods to extend will be issued for six (6) days of professional development (including materials and purchase of text books) and ten (10) days of follow-up on-site consultation in the Initial Term plus Option Period 1 (if exercised) and 6 weeks of follow-up technical support for Option Period 2 (if exercised).

Criteria for Contractor Qualifications

- Contractor must have experience in using and instructing others to use the Assessment of Basic Language and Learning Skills.
- Contractor must have experience in providing professional development that assists teachers and support staff in utilizing ABA teaching strategies to enhance instruction for children.

Contractor must assign a project manager for day-to-day contact with IDE consultants.

The IDE reserves the right to reject any or all proposals, in whole or in part, to advertise for new proposals, to abandon the need for such services, and to cancel this RFP at any time prior to the execution of the written contract.

All information submitted by an Applicant will be treated by the IDE as a public record unless the Applicant properly requests that the information be treated as confidential information in accordance with the public records laws of the State of Iowa at the time its proposal is submitted.

By submitting a proposal, the Applicant agrees that the IDE may copy the proposal for purposes of facilitating the evaluation of the proposal or to respond to requests for public records and represents that such copying will not violate the rights of any third party.

The initial term of any resulting contract will begin September 1, 2009 , with the professional development and consultation to be completed no later than May 30, 2012.

Scope of Services

The proposal should include actions and products to achieve the project's specified outcomes within the Element and activity areas listed below:

1. Delivery of professional development to approximately 40 individuals for the Initial Term and Option Period 1. This professional development should cover **the ABLLS**, the web-ABLLS, teaching basic language skills, with the goal of applying these skills in a public school classroom.

Actions/Products:

- Provision of ABLLS and manual to each participant
 - 3 day class
2. Model Classroom follow-up. Provide on-site technical assistance to each classroom teacher and support staff in an individual manner that enhances the learning from the two previous classes.
 - 10 days on-site consultation for Initial Term plus Option Period 1
 - 1.5 days on-site consultation per school (40 schools) Option Period 2

Performance Measurement for Project Accountability

- 1) Submit timelines for project development and implementation.
- 2) Complete project activities within the established timelines.
- 3) Submit bi-monthly progress reports on technical assistance activities.
- 4) Submit annual and final evaluation reports.
- 5) Submit timelines for project activities annually.

Compliance Assurances

The signature of the organization is required on the Request for Proposals cover sheet. The signature denotes that the following assurances have been read and there is agreement.

Part A: Nondiscrimination

The Applicant assures that in carrying out its request for proposals it will comply with federal and state laws, which prohibit discrimination on the basis of gender, race, national origin, disability, age, and religion in educational programs. Multicultural, gender fair approaches will be used in planning and implementing request for proposals programs.

Part B: Control of Funds

The Applicant organization hereby assures that it assumes responsibility for the control of funds received under this request for proposals. It is acceptable to subcontract with another agency for fiscal management of the request for proposal funds.

Part C: Fiscal Control and Accounting Procedures

The organization hereby assures that it will: 1) make reports when requested by the state fiscal agent; 2) maintain records and provide access to those records when requested by the state fiscal agent; 3) maintain all supporting documentation of the status and results of the initiative for up to three years following completion of request for proposals award.

Part D: Program Accountability

The request for proposals program manager of fiscal agent is responsible to notify the Iowa Department of Education immediately any time a deviation occurs or necessity arises to alter any of the goals, program activities, budget or other sections as stated in the request for proposals.

The Applicant agrees to meet with project staff at the Iowa Department of Education upon request.

It is the policy of the Iowa Department of Education not to discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age, or marital status in its programs or employment practices. If you have questions or grievances related to this policy please contact Chief, Bureau of Administration and School Improvement Services, Grimes State Office Building, Des Moines, Iowa 50319-0146, (515) 281-5811.

Minority Impact Statement

Pursuant to 2008 Iowa Acts, HF 2393, Iowa Code Section 8.11, all grant applications submitted to the State of Iowa which are due beginning January 1, 2009 shall include a Minority Impact Statement. This is the state's mechanism to require grant applicants to consider the potential impact of the grant project's proposed programs or policies on minority groups.

Please choose the statement(s) that pertains to this grant application. Complete all the information requested for the chosen statement(s).

- ☐ The proposed grant project programs or policies could have a disproportionate or unique **positive** impact on minority persons.

Describe the positive impact expected from this project

Indicate which group is impacted:

- ☐ Women
- ☐ Persons with a Disability
- ☐ Blacks
- ☐ Latinos
- ☐ Asians
- ☐ Pacific Islanders
- ☐ American Indians
- ☐ Alaskan Native Americans
- ☐ Other

- ☐ The proposed grant project programs or policies could have a disproportionate or unique **negative** impact on minority persons.

Describe the negative impact expected from this project

Present the rationale for the existence of the proposed program or policy.

Provide evidence of consultation of representatives of the minority groups impacted.

Indicate which group is impacted:

- ☐ Women
- ☐ Persons with a Disability
- ☐ Blacks
- ☐ Latinos
- ☐ Asians
- ☐ Pacific Islanders
- ☐ American Indians
- ☐ Alaskan Native Americans
- ☐ Other

- ☐ The proposed grant project programs or policies are **not expected to have** a disproportionate or unique impact on minority persons.

Present the rationale for determining no impact.

I hereby certify that the information on this form is complete and accurate, to the best of my knowledge:

Name: _____

Title: _____

Definitions

“Minority Persons”, as defined in Iowa Code Section 8.11, mean individuals who are women, persons with a disability, Blacks, Latinos, Asians or Pacific Islanders, American Indians, and Alaskan Native Americans.

“Disability”, as defined in Iowa Code Section 15.102, subsection 5, paragraph “b”, subparagraph (1):

b. As used in this subsection:

(1) “*Disability*” means, with respect to an individual, a physical or mental impairment that substantially limits one or more of the major life activities of the individual, a record of physical or mental impairment that substantially limits one or more of the major life activities of the individual, or being regarded as an individual with a physical or mental impairment that substantially limits one or more of the major life activities of the individual.

“*Disability*” does not include any of the following:

- (a) Homosexuality or bisexuality.
- (b) Transvestism, transsexualism, pedophilia, exhibitionism, voyeurism, gender identity disorders not resulting from physical impairments or other sexual behavior disorders.
- (c) Compulsive gambling, kleptomania, or pyromania.
- (d) Psychoactive substance abuse disorders resulting from current illegal use of drugs.

“State Agency”, as defined in Iowa Code Section 8.11, means a department, board, bureau, commission, or other agency or authority of the State of Iowa.

Application Process Requirements

Eligible Applicants and Definitions

Applications can be made by any private for profit, nonprofit or government organization, agency, or institution with the capacity and expertise to complete the work required. The above-mentioned will act as fiscal agent and manage all subcontracts.

Overview of Eligible Activities for Funding

Each application must explain how its proposal addressed the professional development outlined in this proposal request in its introduction. The funding provided for this request for proposals is for planning and implementation for Initial Term and Option Period 1 of the following goals:

- 20 AEA staff (2 from each AEA) and 20 LEA staff become well versed in the Assessment of Basic Language and Learning Skills (ABLLS-assessment developed by Behavior Analysts, Inc).
- 20 AEA staff and 20 LEA staff become well versed in the methodology to develop effective language based –ABA classrooms in a public school setting.
- 20 AEA and 20 LEA staff participate in intensive training for facilitating the model classroom's growth.
- Development of 20 model classrooms (2 within each AEA) in which language based-ABA strategies are utilized.
- Individual and direct consultation regarding progress of implementing strategies provided to each model classroom at least twice during the academic year for Initial Term and Option Period 1..
- Individual and direct consultation regarding progress of implementing strategies provided to each model classroom for 1.5 days in Option Period 2..

Application Timelines

The dates set forth below are for informational planning purposes only. The DE reserves the right to change any of these dates:

July 7, 2009	Post RFP to DE web page
July 9, 2009	Submit RFP to potential applicants
July 16, 2009	Closing Date for Receipt of RFPs
August 15, 2009	Announce Successful Applicant/Vendor
August 25, 2009	Completion of Contract Negotiations and Execution of the Contract
September 1, 2009	Begin Contract

Contact

From the date of issuance of this RFP until the announcement of the successful applicant, applicants may contact only Toni Merfeld regarding this procurement. All questions related to the interpretation of the RFP and the procurement process must be submitted in writing exclusively to:

Toni Merfeld, Consultant
Bureau of Student and Family Support Services
Iowa Department of Education
Grimes State Office Building/3rd Floor
400 East 14th Street
Des Moines, IA 50319-0146

Or by electronic mail at: toni.merfeld@iowa.gov
Or by facsimile at: 515-242-6019

Written responses to all questions received will be provided to all potential applicants by posting on the DE website within 7 days of deadline for questions to be submitted. Oral questions will not be accepted. If an applicant or someone acting on an applicant's behalf attempts to discuss this RFP orally or in writing with any members of the evaluation committee, or any employee or elected official of the State of Iowa, other than Toni Merfeld, the Applicant may be disqualified.

How to Submit an Application

The deadline for submission of applications is 4:30 p.m. on July 16, 2009. Private for profit, nonprofit or government organizations interested in providing these services should submit one (1) original application and three (3) copies, for a total of four (4) copies by the deadline. Applications must be mailed or hand-delivered to the office of Toni Merfeld, Iowa Department of Education, Grimes State Office Building, Des Moines, IA 50319-0146. No facsimile or electronically transmitted applications will be accepted. Any proposal received after this deadline will be rejected and returned to the applicant.

Reference Checks

The Department of Education reserves the right to contact any reference to assist in the evaluation of the bid proposal, to verify information contained in the bid proposal and to discuss the vendor's qualifications and the qualifications of any subcontractor identified in the bid proposal

Notification of Awards

All applicants will be notified on or around August 15, 2009 regarding the status of their application being funded.

Award - this is a one (1) year award with two additional Option Periods

The contract will be awarded to the responsible applicant submitting the best proposal. The award will be based on the quality of the proposal and whether the applicant meets stated criteria.

Negotiation and execution of a contract with the successful applicant shall be completed no later than September 1, 2009. If the apparent successful applicant fails to negotiate and deliver an executed contract by that date, the Department may, in its sole discretion, cancel the award and award the contract to the next highest ranked applicant.

Limiting Factor

The applicant shall provide all documents specified in the “Performance Measurement for Project Accountability” section (p. 7) of this RFP. Reports of expenditures will be, at a minimum, on a quarterly basis. Invoices prepared and submitted shall follow the budget developed in the contract.

Additionally, the Applicant agrees to meet with personnel from the Iowa Department of Education upon request. All products and processes should be developed in collaboration with designated Department personnel, and coordinated with relevant Department initiatives and become the property of the Iowa Department of Education and may not be copyrighted.

Application Content

The application may be accessed from the Iowa Department of Education web page using the following address: <http://www.iowa.gov/educate/> click on Grants on the right hand menu. An original and three (3) additional copies must be submitted. Each copy should be stapled in the upper left-hand corner with the four (4) copies banded together to assist in sorting.

The components of eligibility listed below will be used to screen applications upon receipt. If any application or any part of an application is turned in after the deadline for any reason, it will be automatically marked ineligible. If requirements listed below are not met, the application may be considered ineligible for reading and the lead agency administrator will be notified.

- All sections of the application must be typed, except the Request for proposals Cover Sheet, which may be typed or printed.
- Pages must contain the following footer:

Using ABA teaching Strategies to teach language acquisition and other skills for children
with special needs.

Page Number

Component Title

- Signature of the organization administrator is required.
- Applications must submit all of the following sections in the order shown here:

A. Cover Page (not scored)

MANDATORY

- Include all information requested on this page. It should be the first visible sheet of paper in the application and is to be one-sided, one page in length. No other cover or page should precede it. No footer is necessary on the cover page.

- Signatures on the original application should be original ones. The other three copies of the application may be reproduced, including signatures. No signature stamps are allowed.
- Originally designed cover page, binders and notebooks are not acceptable.

B. System Capacity Summary

MANDATORY

Attributes: Features of the proposal that will be the focus of review and evaluation.

- Include a description of the applicant's ability to complete responsibilities including the ability to meet timelines.
- Describe how the applicant will staff the project to meet the demands for: 1) development of the software application, 2) provision of technical assistance and training for Department of Education staff. 3) provision of necessary updates to the DE in order to maintain the software application over time.
- Describe past performance of work that is identical or similar to the scope of services including experience and references that demonstrate, to the satisfaction of the Department, the expertise and ability of the applicant to provide the services described in the RFP within the prescribed timeframe.
- The one-sided, one-page narrative must be single-spaced with no less than one-inch margins on top, bottom, and sides. Font size must be a minimum of 12 point.

C. Abstract

MANDATORY

Attributes:

- The abstract contains the title, the request for proposals cycle dates, and the identity of the applicant agency/organization.
- The purpose of the application is identified in a vision statement of the project.
- The narrative summary includes an explanation of how the three (3) Elements of this proposal will be addressed.
- Expected measurable outcomes for the project as a whole as well as each of the three (3) Elements of the project must be included.
- Abstract must be no longer than one and one-half pages, single-spaced with no less than one-inch margins on top, bottom, and sides. Font size must be a minimum of 12 point.

Note: The abstract will be used to communicate this proposal to various publics.

D. Narrative Text

MANDATORY

Attributes:

In narrative form, each of the items listed below must be addressed. The applicant may write as much or as little as is appropriate for each item as long as the total number of pages devoted to this section does not exceed 10 pages. The request for proposals text items are:

- A description of how the proposal is organized to address the activities.

- Identification of measurable outcomes, with an emphasis on implementation measures for the pilot classrooms.
- A description of the strategies and activities that will be implemented to achieve the project's Scope of Services for each of the three activities.
- Identification of timelines for planning and implementation activities.
- Total pages for the application narrative (exclusive of the cover sheet, system capacity summary, abstract, budget form, and budget narrative) must be one-sided, not exceed 10 pages, and must be numbered sequentially 1-10. Text must be double-spaced with no less than one-inch margins on top, bottom, and sides. Font size must be a minimum of 12 point.
- All charts, tables and graphs are to be included in the 10 pages allowed and can be single-spaced with no less than one-inch margins on top, bottom, and sides. Font size must be a minimum of 10 point.
- Divider sheets or tabbed sheets between sections are not acceptable.

E. Budget Form (not scored)

MANDATORY

- No more than 8% of the total amount requested may be used for indirect costs as this RFP is funded via a training grant.
- The budget form must be aligned with the activities described in the Budget Narrative.
- Budget form in this application must be used. It may be single-spaced with margins of one inch for top, sides, and bottom. Font size must be a minimum of 10 point.

F. Budget Narrative

MANDATORY

Attributes:

The narrative should include the applicant's cost proposal for the work set forth in the Scope of Services and should include sufficient information regarding the applicant's ability to perform the services sought by the Department. The information provided in this narrative will be used to determine the applicant's ability to perform the work identified in the Scope of Services.

- Describe how all budget items were determined and how they relate to achieving the proposed project activities.
- Illustrate how current and future fiscal resources will support project Elements and be used for the activities outlined in the Request for Proposals.
- Provide information regarding the financial capacity of the applicant to fulfill the resulting contract.
- Provide information about how the applicant will sustain the effort beyond the duration of this funding.
- The budget narrative should be no more than three (3) page in length, single-spaced with margins no less than one inch for top, sides, and bottom. Font size must be a minimum of 12 point.

Other Attachments

No attachments, appendices, or letters of support will be accepted.

APPEAL PROCESS

Any applicant of the **Using ABA teaching Strategies to teach language acquisition and other skills for children with special needs** request for proposals funds may appeal the denial of a properly submitted competitive program request for proposals or the unilateral termination of a competitive program request for proposals to the Director of the Department of Education. Appeals must be in writing and received within ten working days of the date of notice of the decision and must be based on a contention that the process was conducted outside of statutory authority; violated state or federal law, policy or rule; did not provide adequate public notice; was altered without adequate public notice; or involved conflict of interest by staff or committee members. Refer to 281 IAC r. 7.5, the legal authority for this process.

Application Scoring and Reading Process

1. Application scores are determined by multiplying the value of the rating by the assigned value of the weighting, resulting in a point total for each item. The points for each item are added to other earned points as specified in the application, for a total score. Example: 2 (value) X 10 (weighting) = 20 (points)
2. All readers participate in an intensive training session to ensure greater inter-reader reliability.
3. Readers may be randomly grouped to read applications.
4. All applications are read initially by multiple readers. When there is a wide discrepancy in scores among readers, additional readers are assigned.
5. Local and regional readers or those with specific knowledge of or relationships with those making application for this request for proposals will not be assigned to read applications from their own regions or where there is evidence of a conflict of interest. Readers are screened for any possible conflict of interest in advance of application reviews.
6. Applications will be read and scored by readers from the Department. Readers will represent diverse professional fields and areas of interest reflective of the request for proposals programs.
7. The committee will consider all information provided in the proposal when making its recommendation.
8. For applications, a score of “0” on any one of the required criteria will result in the disqualification of that proposal.
9. If there is a tie for the best proposal and only one of the applicants is an Iowa business, the Iowa business shall be given preference over out of state applicants receiving the same score.

Evaluation of Proposal

Scoring Rubric

(This rating rubric applies to all of the scored Attributes)

Rating Value:

- 0-1 There is little or no evidence to support the development and implementation of the activities.
- 2-3 The evidence is of a moderate or adequate amount and refers *generally* to strategies and activities to support the development and implementation of the activities.
- 4-5 Most or all evidence included is detailed, and thorough information exists that clearly substantiates that strategies and activities support the development and implementation of the activities.

Part E: Budget Form (Only alignment with Action Plan is scored.)

Using ABA teaching Strategies to teach language acquisition and other skills for children with special needs

Acquisition of equipment under this contract requires prior approval from the Department of Education. The disposition of all equipment purchased under the terms of this contract will become the prerogative of the Department of Education at the conclusion of this work.

	<i>Activity 1</i> (Description)	<i>Activity 2</i> Description	<i>Activity 3</i> (Description)	<i>Total Request For Proposal Funds Requested</i>
Personnel (Include # of FTEs)				
Fringe Benefits				
Contractual				
Travel & Per Diem				
Supplies				
Evaluation				
Indirect*				
Other				
Total RFP funds Requested				

Amounts are rounded to the nearest dollar.

* No more than 8% of total request for proposals request may be allocated to indirect costs.

Request for proposals #_____

**Using ABA teaching Strategies to teach language acquisition
and other skills for children with special needs**

Applicant Agency/Organization:

Reader Number:

Please apply the following rating to all of the scored Attributes using the formula on p. 14 **Scoring Rubric**

Rating Value

- 0-1 There is little or no evidence to support the development and implementation of the activities.
- 2-3 The evidence is of a moderate or adequate amount and refers *generally* to strategies and activities to support the development and implementation of the activities
- 4-5 Most or all evidence included is detailed, and thorough information exists that clearly substantiates that strategies and activities support the development and implementation of activities.

Attribute	Rating	Weight	Total Possible Points
1. The System Capacity section attests to the resources and supports the Applicant organization has in place, which may be used as a foundation to ensure that the Activities described in this proposal can be carried out satisfactorily and within identified timelines.	<div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div> 0 1 2 3 4 5	X 2	<u>10</u>
2. The Abstract describes the request for proposals highlighting the following: the title, Applicant Agency/Organization, vision/purpose, narrative summary of major Activities, and expected measurable outcomes of the project.	<div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div> 0 1 2 3 4 5	X 1	<u>5</u>
3. The Narrative clearly identifies the measurable outcomes for the overall project and for each project activity.	<div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div> 0 1 2 3 4 5	X 3	<u>15</u>
4. The Narrative clearly describes the strategies and activities that will be implemented to achieve the specified outcomes and carry out the Scope of Services .	<div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div> 0 1 2 3 4 5	X 3	<u>15</u>
5. The Narrative attests to the resource capacity of the Applicant Agency to fulfill the contract.	<div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div> 0 1 2 3 4 5	X 1	<u>5</u>
6. The Narrative clearly identifies the professional development content to be compatible with DE requirements and culturally competent.	<div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div> 0 1 2 3 4 5	X 2	<u>10</u>
7. The Narrative Text identifies realistic, achievable timelines for carrying out planning and implementation activities for all project activities.	<div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div> 0 1 2 3 4 5	X 1	<u>5</u>
8. The Budget is aligned with the program activities and outcomes.	<div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div> 0 1 2 3 4 5	X 1	<u>5</u>
9. The Budget Narrative justifies expenditures to achieve the desired outcomes.	<div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div> 0 1 2 3 4 5	X2	<u>10</u>
10. The Budget Narrative attests to the financial capacity of the Applicant Agency to fulfill the contract.	<div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div> 0 1 2 3 4 5	X 1	<u>5</u>
TOTAL			<u>85</u> possible

CONTRACTUAL TERMS

APPLICANTS ARE NOT REQUIRED TO RESPOND TO THESE SECTIONS.

The following contractual terms and conditions apply to Request for Proposal The use of teaching Strategies based on Applied Behavior Analysis (ABA) to teach language acquisition and other skills for children with special needs as specified in the RFP. ***Note: Prospective Vendors may propose other or different contractual terms and conditions; however, the State reserves the right to reject the Prospective Vendor's terms and conditions in whole or in part. If a prospective Vendor takes exception to any of the terms or conditions and fails to include other or different terms and conditions in its proposal it may be grounds for the State, in its sole discretion, to declare the Vendor's proposal non-responsive and to reject the proposal from evaluation or from award. The terms and conditions as stated herein relate only to the above referenced RFP, and do not extend to other or future contracts a prospective Vendor may currently have or may have in the future with the State, nor do the terms and conditions as stated herein relate to any other State procurement which may be in process.***

A. Contractual Terms Generally

The contract that the Iowa Department of Education (DE) expects to award as a result of this Request for Proposal will be based upon the bid proposal submitted by the successful vendor and this solicitation. The contract between the DE and the successful vendor shall be a combination of the specifications, terms and conditions of the Request for Proposal, including the terms contained herein, the offer of the vendor contained in the technical and cost proposals, written clarifications or changes made in accordance with the provisions herein, and any other terms deemed necessary by the DE.

The contract terms contained herein are not intended to be a complete listing of all contract terms but are provided only to enable vendors to better evaluate the costs associative with the RFP and the potential resulting contract. Vendors should plan on such terms being included in any contract awarded as a result of this RFP. All costs associated with complying with these requirements should be included in the revenue proposal or any pricing quoted by the vendor.

By submitting a proposal, each vendor acknowledges its acceptance of these specifications, terms and conditions without change except as otherwise expressly stated in its proposal. If a vendor takes exception to a provision, it must state the reason for the exception and set forth in its proposal the specific contract language it proposes to include in place of the provision. Exceptions that materially change these terms or the requirements of the RFP may be deemed non-responsive by the DE, in its sole discretion, resulting in possible disqualification of the proposal. The Agency reserves the right to either award a contract without further negotiation with the successful vendor or to negotiate contract terms with the selected vendor if the best interests of the DE would be served.

B. Terms and Conditions

B1. Term. The Initial Term of this Contract shall be September 1, 2009 through August 30, 2009 with two Option periods as stated herein unless terminated earlier in accordance with the Termination section of the.

B2. Nonexclusive Rights. The Contract will not be exclusive. The DE will reserve the right to select other Applicants to provide services similar or identical to the Scope of Services described in this Contract during the term of this Contract.

B3. Property Rights. Any products or processes developed under this project are the property of the Iowa Department of Education.

C. Compensation

C1. Compensation. The DE will reimburse contractor expenses on a monthly basis. The contractor may be eligible for advance funding under special circumstances.

C2. Billings. The Contractor shall submit, on a **monthly basis**, an invoice for services rendered in accordance with this Contract. The invoice shall comply with all applicable rules concerning payment of such claims. The DE shall pay all approved invoices in arrears and in conformance with Iowa Code section 421.40 and 701 Iowa Administrative Code 201.1(2). The Agency may pay in less than sixty (60) days, as provided in Iowa Code section 421.40. However, an election to pay in less than sixty (60) days shall not act as an implied waiver of Iowa Code section 421.40.

Unless otherwise agreed in writing by the parties, the Contractor shall not be entitled to receive any other payment or compensation from the DE for any goods or services provided by or on behalf of the Contractor under this Contract. The Contractor shall be solely responsible for paying all costs, expenses and charges it incurs in connection with its performance under this Contract.

C3. Delay of Payment Due to Contractor's Failure. If the DE in good faith determines that the Contractor has failed to perform or deliver any service or product as required by this Contract, the Contractor shall not be entitled to any compensation under this Contract until such service or product is performed or delivered. In this event, the DE may withhold that portion of the Contractor's compensation, which represents payment for service or product that was not performed or delivered.

C4. Set-Off Against Sums Owed by the Contractor. In the event that the Contractor owes the State any sum under the terms of this Contract, any other Contract, pursuant to any judgment, or pursuant to any lack the State may set off the sum owed to the State against any sum owed by the State to the Contractor in the State's sole discretion, unless otherwise required by law. The Contractor agrees that this provision constitutes proper and timely notice under the law of setoff.

D. Termination

D1. Immediate Termination by the DE. The DE may terminate this Contract for any of the following reasons effective immediately without advance notice:

D1.1. In the event the Contractor is required to be certified or licensed as a condition precedent to providing services, the revocation or loss of such license or certification will result in immediate termination of the Contract effective as of the date on which the license or certification is no longer in effect;

D1.2. The DE determines that the actions, or failure to act, of the Contractor, its agents, employees or subcontractors have caused, or reasonably could cause, a client's life, health or safety to be jeopardized;

D1.3. The Contractor fails to comply with confidentiality laws or provisions;

D1.4. The Contractor furnished any statement, representation or certification in connection with this Contract or the RFP, which is materially false, deceptive, incorrect or incomplete.

D2. Termination for Cause. The occurrence of or any one or more of the following events shall constitute cause for the Agency to declare the Contractor in default of its obligations under this Contract.

D2.1. The Contractor fails to perform, to the DE's satisfaction, any material requirement of this Contract or is in violation of a material provision of this Contract, including, but without limitation, the express warranties made by the Contractor;

D2.2. The DE determines that satisfactory performance of this Contract is substantially endangered or that a default is likely to occur;

D2.3. The Contractor fails to make substantial and timely progress toward performance of the Contract;

D2.4. The Contractor becomes subject to any bankruptcy or insolvency proceeding under federal or state law to the extent allowed by applicable federal or state law including bankruptcy laws; the Contractor terminates or suspends its business; or the DE reasonably believes that the Contractor has become insolvent or unable to pay its obligations as they accrue consistent with applicable federal or state law;

D2.5. The Contractor has failed to comply with applicable federal, state and local laws, rules, ordinances, regulations and orders when performing within the scope of this Contract; or

D2.6. The Contractor has engaged in conduct that has or may expose the Agency to liability, as determined in the DE's sole discretion.

D2.7. The Contractor has infringed any patent, trademark, copyright, trade dress or any other intellectual property right.

D3. Notice of Default. If there is a default event caused by the Contractor, the DE shall provide written notice to the Contractor requesting that the breach or noncompliance be remedied within the period of time specified in the DE's written notice to the Contractor. If the breach or noncompliance is not remedied by the date of the written notice, the DE may either:

D3.1. Immediately terminate the Contract without additional written notice; or,

D3.2. Enforce the terms and conditions of the Contract and seek any legal or equitable remedies.

D4. Termination Upon Notice. Following 30 days' written notice, the DE may terminate this Contract in whole or in part without the payment of any penalty or incurring any further obligation to the Contractor. Following termination upon notice, the Contractor shall be entitled to compensation, upon submission of invoices and proper proof of claim, for services provided under this Contract to the DE up to and including the date of termination.

D5. Termination Due to Lack of Funds or Change in Law. The DE shall have the right to terminate this Contract without penalty by giving sixty (60) days' written notice to the Contractor as a result of any of the following:

D5.1. Adequate funds are not appropriated or granted to allow the DE to operate as required and to fulfill its obligations under this Contract;

D5.2. Funds are de-appropriated or not allocated or if funds needed by the DE, at the Agency's sole discretion, are insufficient for any reason;

D5.3. The DE's authorization to operate is withdrawn or there is a material alteration in the programs administered by the DE;

D5.4. The DE's duties are substantially modified.

D6. Remedies of the Contractor in Event of Termination by the Agency. In the event of termination of this Contract for any reason by the DE, the DE shall pay only those amounts, if any, due and owing to the Contractor for services actually rendered up to and including the date of termination of the Contract and for which the DE is obligated to pay pursuant to this Contract. Payment will be made only upon submission of invoices and proper proof of the Contractor's claim. This provision in no way limits the remedies available to the Agency under this Contract in the event of termination. However, the DE shall not be liable for any of the following costs:

D6.1. The payment of unemployment compensation to the Contractor's employees;

D6.2. The payment of workers' compensation claims, which occur during the Contract or extend beyond the date on which the Contract terminates;

D6.3. Any costs incurred by the Contractor in its performance of the Contract, including, but not limited to, startup costs, overhead or other costs associated with the performance of the Contract;

D6.4. Any taxes that may be owed by the Contractor in connection with the performance of this Contract, including, but not limited to, sales taxes, excise taxes, use taxes, income taxes or property taxes.

D7. The Contractor's Termination Duties. The Contractor upon receipt of notice of termination or upon request of the DE, shall:

D7.1. Cease work under this Contract and take all necessary or appropriate steps to limit disbursements and minimize costs, and furnish a report within thirty (30) days of the date of notice of termination, describing the status of all work under the Contract, including, without limitation, results accomplished, conclusions resulting there from, any other matters the DE may require.

D7.2. Immediately cease using and return to the DE any personal property or materials, whether tangible or intangible, provided by the DE to the Contractor.

D7.3. Comply with the DE's instructions for the timely transfer of any active files and work product produced by the Contractor under this Contract.

D7.4. Cooperate in good faith with the DE, its employees, agents and contractors during the transition period between the notification of termination and the substitution of any replacement contractor.

D7.5. Immediately return to the DE any payments made by the DE for services that were not rendered by the Contractor.

E. Indemnification

E1. By the Contractor. The Contractor agrees to indemnify and hold harmless the State of Iowa and the DE, its officers, employees and agents appointed and elected and volunteers from any and all costs, expenses, losses, claims, damages, liabilities, settlements and judgments, including reasonable value of the time spent by the Attorney General's Office, and the costs and expenses and reasonable attorneys' fees of other counsel required to defend the State of Iowa or the Agency, related to or raising from:

E1.1. Any breach of this contract;

E1.2. Any negligent, intentional or wrongful act or omission of the Contractor or any agent or subcontractor utilized or employed by the Contractor;

E1.3. The Contractor's performance or attempted performance of this Contract, including any agent or subcontractor utilized or employed by the Contractor;

E1.4. Any failure by the Contractor to comply with the compliance with the Law provision of this Contract;

E1.5. Any failure by the Contractor to make all reports, payments and withholdings required by federal and state law with respect to social security, employee income and other taxes, fees or costs required by the Contractor to conduct business in the State of Iowa;

E1.6. Any infringement of any copyright, trademark, patent, trade dress, or other intellectual property right; or

E1.7. Any failure by the Contractor to adhere to the confidentiality provisions of this Contract.

E2. Indemnification by the DE

E2.1. The DE shall, only to the extent consistent with Article VII, Section 1 of the Iowa Constitution and Iowa Code Chapter 669, indemnify and hold harmless the Contractor from and against any and all costs, expenses, losses, claims, damages, liabilities, settlements and judgments arising directly out of the negligence or wrongful acts or omissions of any employee of the DE while acting within the scope of the employee's office of employment in connection with the performance of this Contract.

E2.2. At the option of the DE, the Contractor shall be represented by the Attorney General of the State or special counsel retained by the State or the Attorney General of the State with respect to any litigation

brought by or against the Agency or such persons with respect to any and all costs, expenses, losses, claims, damages, liabilities, settlements and judgments to which such persons may be subject and to which they are entitled to be indemnified hereunder.

E2.3. If the DE makes any indemnity payments pursuant to this Section and the person to or on behalf of whom such payments are made thereafter collects any of such amounts from others, that person shall promptly repay such amounts to the DE, without interest.

E3. Survives Termination. Indemnification obligation of the parties shall survive termination of this Contract.

F. Insurance

F1. Insurance Requirements. The Contractor, and any subcontractor, shall maintain in full force and effect, with insurance companies licensed by the State of Iowa, at the Contractor's expense, insurance covering its work during the entire term of this Contract and any extensions or renewals. The Contractor's insurance shall, among other things, be occurrence based and shall insure against any loss or damage resulting from or related to the Contractor's performance of this Contract regardless of the date the claim is filed or expiration of the policy. The State of Iowa and the DE shall be named as additional insured or loss payees, or the Contractor shall obtain an endorsement to the same effect, as applicable.

F2. Types and Amounts of Insurance Required. Unless otherwise requested by the DE in writing, the Contractor shall cause to be issued the insurance coverage set forth below:

TYPE OF INSURANCE	LIMIT	AMOUNT
General Liability (including contractual liability) written on an occurrence basis	General Aggregate	\$2 Million
	Product/Completed Operations Aggregate	\$1 Million
	Personal Injury	\$1 Million
	Each Occurrence	\$1 Million
Automobile Liability (including any auto, hired autos, and non-owned autos)	Combined Single Limit	\$1 Million
Excess Liability, Umbrella Form	Each Occurrence	\$1 Million
	Aggregate	\$1 Million
Workers Compensation and Employer Liability	As required by Iowa law	As required by Iowa law

TYPE OF INSURANCE	LIMIT	AMOUNT
Property Damage	Each Occurrence	\$1 Million
	Aggregate	\$1 Million

F3. Certificates of Coverage. All insurance policies required by this Contract shall remain in full force and effect during the entire term of this Contract and any extensions or renewals thereof and shall not be canceled or amended except with the advance written approval of the DE. The Contractor shall submit certificates of insurance, which indicate coverage and notice provisions as required by this Contract, to the DE upon execution of this Contract. The certificates shall be subject to approval by the DE. The insurer shall state in the certificate that no cancellation of the insurance will be made without at least thirty (30) days' prior written notice to the DE. Approval of the insurance certificates by the DE shall not relieve the Contractor of any obligation under this Contract.

G. Project Management and Reporting

G1. Project Manager. At the time of execution of this Contract, each party shall designate, in writing, a Project Manager to serve until the expiration of this Contract or the designation of a substitute Project Manager. During the term of this Contract, each Project Manager shall be available to meet monthly, unless otherwise mutually agreed, to review and plan the services being provided under this Contract.

G2. Review Meetings. During the review meetings the Project Managers shall discuss progress made by the Contractor in the performance of this Contract. Each party shall provide a status report, as desired by a Project Manager, listing any problem or concern encountered since the last meeting. Records of such reports and other communications issued in writing during the course of Contract performance shall be maintained by each party.

H. Warranties

H1. Construction of Warranties Expressed in this Contract with Warranties Implied by Law. All warranties made by the Contractor in all provisions of this Contract and the Proposal by the Contractor, whether or not this Contract specifically denominates the Contractor's promise as a warranty or whether the warranty is created only by the Contractor's affirmation or promise, or is created by a description of the materials and services to be provided, or by provision of samples to the DE, shall not be construed as limiting or negating any warranty provided by law, including without limitation, warranties which arise through course of dealing or usage of trade. The warranties expressed in this Contract are intended to modify the warranties implied by law only to the extent that they expand the warranties applicable to the goods and services provided by the Contractor. The provisions of this Section apply during the term of this Contract and any extensions or renewals thereof.

H2. Concepts, Materials, and Works Produced. Contractor represents and warrants that all the concepts, materials and Works produced, or provided to the DE pursuant to the terms of this Contract shall be wholly original with the Contractor or that the Contractor has secured all applicable interests, rights, licenses, permits or other intellectual property rights in such concepts, materials and Works. The Contractor represents and warrants that the concepts, materials and Works and the DE's use of same and the exercise by the DE of the rights granted by this Contract shall not infringe upon any other work, other

than material provided by the Contract to the Contractor to be used as a basis for such materials, or violate the rights of publicity or privacy of, or constitute a libel or slander against, any person, firm or corporation and that the concepts, materials and works will not infringe upon the copyright, trademark, trade name, literary, dramatic, statutory, common law or any other rights of any person, firm or corporation or other entity. The Contractor represents and warrants that it is the owner of or otherwise has the right to use and distribute the software, the materials owned by the Contractor and any other materials, Works and methodologies used in connection with providing the services contemplated by this Contract.

H3. Professional Practices. The Contractor represents and warrants that all of the services to be performed hereunder will be rendered using sound, professional practices and in a competent and professional manner by knowledgeable, trained and qualified personnel.

H4. Conformity with Contractual Requirements. The Contractor represents and warrants that the Works will appear and operate in conformance with the terms and conditions of this Contract.

H5. Authority to Enter into Contract. The Contractor represents and warrants that it has full authority to enter into this Contract and that it has not granted and will not grant any right or interest to any person or entity that might derogate, encumber or interfere with the rights granted to the DE.

H6. Obligations Owed to Third Parties. The Contractor represents and warrants that all obligations owed to third parties with respect to the activities contemplated to be undertaken by the Contractor pursuant to this Contract are or will be fully satisfied by the Contractor so that the DE will not have any obligations with respect thereto.

H7. Title to Property. The Contractor represents and warrants that title to any property assigned, conveyed or licensed to the DE is good and that transfer of title or license to the DE is rightful and that all property shall be delivered free of any security interest or other lien or encumbrance.

H8. Industry Standards. The Contractor represents and expressly warrants that all aspects of the goods and services provided or used by it shall conform to the standards in the Iowa Department of Education in the performance of this Contract.

H9. Technology Updates. The Contractor represents warrants that it shall continually use and integrate the most current and up-to-date technology commercially available.

I. Contract Administration

I1. Independent Contractor. The status of the Contractor shall be that of an independent contractor. The Contractor, its employees, agents and any subcontractors performing under this Contract are not employees or agents of the State of Iowa or any agency, division or department of the state. Neither the Contractor nor its employees shall be considered employees of the DE or the State of Iowa for federal or state tax purposes. The DE will not withhold taxes on behalf of the Contractor (unless required by law).

I2. Incorporation of Documents. The RFP, and amendments and written responses to bidders' questions (collectively RFP) and the Contractor's Proposal submitted in response to the RFP, form the Contract between the Contractor and the DE and are incorporated herein by reference. The parties are obligated to perform all services described in the RFP and Proposal unless the Contract specifically directs otherwise.

I3. Order of Priority. In the event of a conflict between the Contract, the RFP and the Proposal, the conflict shall be resolved according to the following priority, ranked in descending order: (1) the Contract; (2) the RFP; (3) Proposal.

14. Compliance with the Law. The Contractor, its employees, agents, and subcontractors shall comply with all applicable federal, state, and local laws, rules, ordinances, regulations and orders when performing the services under this Contract, including without limitation, all laws applicable to the prevention of discrimination in employment and the use of targeted small businesses as subcontractors or suppliers. The Contractor, its employees, agents and subcontractors shall also comply with all federal, state and local laws regarding business permits and licenses that may be required to carry out the work performed under this Contract.

15. Amendments. This Contract may be amended in writing from time to time by mutual consent of the parties. All amendments to this Contract must be in writing and fully executed by the parties.

16. Third Party Beneficiaries. There are no third party beneficiaries to this Contract. This Contract is intended only to benefit the State, the DE and the Contractor.

17. Choice of Law and Forum. The laws of the State of Iowa shall govern and determine all matters arising out of or in connection with this Contract without regard to the choice of law provisions of Iowa law. In the event any proceeding of a quasi-judicial or judicial nature is commenced in connection with this Contract, the exclusive jurisdiction for the proceeding shall be brought in Polk County District Court for the State of Iowa, Des Moines, Iowa. This provision shall not be construed as waiving any immunity to suit or liability including without limitation sovereign immunity in State or Federal court, which may be available to the DE or the State of Iowa.

18. Assignment and Delegation. This Contract may not be assigned, transferred or conveyed in whole or in part without the prior written consent of the other party. For the purpose of construing this clause, a transfer of a controlling interest in the Contractor shall be considered an assignment.

19. Use of Third Parties. The DE acknowledges that the Contractor may contract with third parties for the performance of any of the Contractor's obligations under this Contract. All subcontracts shall be subject to prior approval by the DE. The Contractor may enter into these contracts to complete the project provided that the Contractor remains responsible for all services performed under this Contract. All restrictions, obligations and responsibilities of the Contractor under this Contract shall also apply to the subcontractors. The DE shall have the right to request the removal of a subcontractor from the Contract for good cause.

110. Integration. This Contract represents the entire Contract between the parties. The parties shall not rely on any representation that may have been made which is not included in this Contract.

111. Headings or Captions. The paragraph headings or captions used in this Contract are for identification purposes only and do not limit or construe the contents of the paragraphs.

112. Not a Joint Venture. Nothing in this Contract shall be construed as creating or constituting the relationship of a partnership, joint venture, (or other association of any kind or agent and principal relationship) between the parties hereto. Each party shall be deemed to be an independent contractor contracting for services and acting toward the mutual benefits expected to be derived here from. No party, unless otherwise specifically provided for herein, has the authority to enter into any contract or create an obligation or liability on behalf of, in the name of, or binding upon another party to this Contract.

113. Joint and Several Liability. If the Contractor is a joint entity, consisting of more than one individual, partnership, corporation or other business organization, all such entities shall be jointly and

severally liable for carrying out the activities and obligations of this Contract, and for any default of activities and obligations.

I14. Supersedes Former Contracts or Agreements. This Contract supersedes all prior Contracts or Agreements between the DE and the Contractor for the services provided in connection with this Contract.

I15. Waiver. Except as specifically provided for in a waiver signed by duly authorized representatives of the DE and the Contractor, failure by either party at any time to require performance by the other party or to claim a breach of any provision of the Contract shall not be construed as affecting any subsequent right to require performance or to claim a breach.

I16. Notice

I16.1. Any and all notices, designations, consents, offers, acceptances or any other communication provided for herein shall be given in writing by registered or certified mail, return receipt requested, by receipted hand delivery, by Federal Express, courier or other similar and reliable carrier which shall be addressed to each party as set forth as follows:

If to the DE:

Toni Mefeld, Consultant
Bureau of Student and Family Support Services
Iowa Department of Education
Grimes State Office Building
Des Moines, IA 50319-0146

If to the Contractor [name and address]:

I16.2. Each such notice shall be deemed to have been provided:

I16.2.1. At the time it is actually received; or,

I16.2.2. Within one day in the case of overnight hand delivery, courier or services such as Federal Express with guaranteed next day delivery; or,

I16.2.3. Within five (5) days after it is deposited the U.S. Mail in the case of registered U.S. Mail.

I16.3. From time to time, the parties may change the name and address of a party designated to receive notice. Such change of the designated person shall be in writing to the other party and as provided herein.

I17. Cumulative Rights. The various rights, powers, options, elections and remedies of any party provided in this Contract, shall be construed as cumulative and not one of them is exclusive of the others or exclusive of any rights, remedies or priorities allowed either party by law, and shall in no way affect or impair the right of any party to pursue any other equitable or legal remedy to which any party may be entitled as long as any default remains in any way unremedied, unsatisfied or undischarged.

I18. Severability. If any provision of this Contract is determined by a court of competent jurisdiction to be invalid or unenforceable, such determination shall not affect the validity or enforceability of any other part or provision of this Contract.

I19. Time is of the Essence. Time is of the essence with respect to the performance of the terms of this Contract.

I20. Authorization. Each party to this Contract represents and warrants to the other parties that:

I20.1 It has the right, power and authority to enter into and perform its obligations under this Contract.

I20.2 It has taken all requisite action (corporate, statutory or otherwise) to approve execution, delivery and performance of this Contract, and this Contract constitutes a legal, valid and binding obligation upon itself in accordance with its terms.

I21. Successors in Interest. All the terms, provisions, and conditions of the Contract shall be binding upon and inure to the benefit of the parties hereto and their respective successors, assigns and legal representatives.

I22. Record Retention and Access. The Contractor shall maintain books, records and documents which sufficiently and properly document and calculate all charges billed to the DE throughout the term of this Contract for a period of at least **five (5)]** years following the date of final payment or completion of any required audit, whichever is later. Records to be maintained include both financial records and service records. The Contractor shall permit the Auditor of the State of Iowa or any authorized representative of the State and where federal funds are involved, the Comptroller General of the United States or any other authorized representative of the United States government, to access and examine, audit, excerpt and transcribe any directly pertinent books, documents, papers, electronic or optically stored and created records or other records of the Contractor relating to orders, invoices or payments or any other documentation or materials pertaining to this Contract, wherever such records may be located. The Contractor shall not impose a charge for audit or examination of the Contractor's books and records.

I23. Solicitation. The Contractor warrants that no person or selling agency has been employed or retained to solicit and secure this Contract upon an agreement or understanding for commission, percentage, brokerage or contingency excepting bona fide employees or selling agents maintained for the purpose of securing business.

I24. Obligations Beyond Contract Term. This Contract shall remain in full force and effect to the end of the specified term or until terminated or canceled pursuant to this Contract. All obligations of the DE and the Contractor incurred or existing under this Contract as of the date of expiration, termination or cancellation will survive the termination, expiration or conclusion of this Contract.

I25. Counterparts. The parties agree that this Contract has been or may be executed in several counterparts, each of whom shall be deemed an original and all such counterparts shall together constitute one and the same instrument.

I26. Additional Provisions. The parties agree that if an Addendum, Rider or Exhibit is attached hereto by the parties, and referred to herein, then the same shall be deemed incorporated herein by reference.

I27. Further Assurances and Corrective Instruments. The parties agree that they will, from time to time, execute, acknowledge and deliver, or cause to be executed, acknowledged and delivered, such supplements hereto and such further instruments as may reasonably be required for carrying out the expressed intention of this Contract.

I28. Delay or Impossibility of Performance. The Contractor shall be in default under this Contract if performance is delayed or made impossible by an act of God, flood, fire or similar events. In each such case, the delay or impossibility must be beyond the control and without the fault or negligence of the Contractor. If delay results from a subcontractor's conduct, negligence or failure to perform, the Contractor shall not be excused from compliance with the terms and obligations of this Contract.

I29. Suspension and Debarment. The Contractor certifies pursuant to 31 CFR Part 19 that neither it nor its principles are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily

excluded from participation in this Contract by any federal department or agency. The Contractor shall execute the certification regarding debarment attached as Exhibit A.

I30. Lobbying Restrictions. The Contractor shall comply with all certification and disclosure requirements prescribed by 31 U.S.C. Section 1352 and any implementing regulations and shall be responsible for ensuring that any subcontractor fully complies with all certification and disclosure requirements. The Contractor shall execute the certification regarding debarment attached as Exhibit B.

I31. Tobacco Smoke Prohibited

I31.1. Public Law 103-227, also known as the Pro-Children Act of 1994 (Act), requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provision of health, day care, early childhood development services, education or library services to children under the age of 18, if the services are funded by federal programs either directly or through state or local governments, by federal grant, contract, loan or loan guarantee. Federal programs include grants, cooperative agreements, loans or loan guarantees and contracts. The law also applies to children's services that are provided in indoor facilities that are constructed, operated or maintained with such federal funds. The law does not apply to children's services provided in private residences; portions of facilities used for inpatient drug or alcohol treatment; service providers whose sole source of applicable federal funds is Medicare or Medicaid; or facilities (other than clinics) where WIC coupons are redeemed. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000 for each violation and/or the imposition of an administrative compliance order on the responsible party.

I31.2. The Contractor certifies that it and its subcontractors will comply with the requirements of the Pro-Children Act of 1994 and will not allow smoking within any portion of any indoor facility used for the provision of services for children as defined by the Act. The Contractor shall execute the Certification of Compliance with the Pro-Children Act of 1994 attached as Exhibit C and provide the original certification when it executes this Contract.

I32. Certified Audits. Local governments and non-profit sub recipient entities that expend \$300,000 or more in a year in federal awards (from all sources) shall have a single audit conducted for that year in accordance with the provisions of OMB Circular A-133 "Audit of States, Local Governments, and Non-Profit Organizations." A copy of the final audit report shall be submitted to the DE if either the schedule of findings and questioned costs or the summary schedule of prior audit findings includes any audit findings related to federal awards provided by the DE. If an audit report is not required to be submitted per the criteria above, the sub recipient must provide written notification to the DE that the audit was conducted in accordance with Government Auditing Standards and that neither the schedule of findings and questioned costs nor the summary schedule of prior audit findings includes any audit findings related to federal awards provided by the DE. See A-133 Section 21 for a discussion of sub recipient versus vendor relationships.

I33. Drug Free Work Place. The Contractor shall provide a drug free workplace in accordance with the Drug Free Workplace Act of 1988 and all applicable regulations. The Contractor shall execute the certification regarding a drug free workplace and provide the original certificate to the DE when it executes this Contract. Contractor agrees to abide by the terms of the certification. The certification is a material representation of fact upon which the DE relied when making or entering into this Contract and any extension or renewal thereof.

